



## ***City Departments Prepare for 4/10 Work Week***

**El Paso, Texas**-Beginning May 3, 2010 several City departments will be changing their operational hours as part of a 4/10 work week program that is saving the City an estimated \$213,000 over a five month period. The program will work as follows:

Monday, May 3, 2010 to Friday, October 1, 2010

Monday through Thursday schedule (closed on Fridays)

Operating hours will be 7 a.m. to 6 p.m.

A complete listing of departments will assist in being aware of operational hours for all City services during this pilot program:

El Paso International Airport Regular hours - **no changes**

Bridges Regular hours- **no changes**

Sun Metro Regular hours- **no changes**

General Services Regular hours- **no changes**

El Paso Public Library Regular hours- **no changes**

El Paso Zoo Regular hours- **no changes**

MPO Regular hours- **no changes**

El Paso Convention & Visitors Bureau Convention &

Performing Arts Centers Regular hours- **no changes**

**Mayor**  
John F. Cook

### **City Council**

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Susie Byrd

*District 3*  
Emma Acosta

*District 4*  
Carl L. Robinson

*District 5*  
Rachel Quintana

*District 6*  
Eddie Holguin Jr.

*District 7*  
Steve Ortega

*District 8*  
Beto O'Rourke

**City Manager**  
Joyce A. Wilson

**-MORE-**



El Paso Fire Department

Emergency services will remain 24 /7  
All fire stations will remain open - **no changes**  
Training Academy- regular hours - **no changes**  
Fire Inspections-regular hours-**no changes**

**4/10 Administrative Offices- 8600 Montana 7am- 6pm M-Th**  
**Including fire prevention and logistics**

El Paso Police Department

All regional command centers will maintain  
regular hours - a 24/7 operation - **no changes**

Environmental Services

Trash pick-up schedule –**no changes**  
Landfill- regular hours – **no changes**  
Citizen collection sites- **no changes**  
Special collection pick-up - **no changes**  
Code enforcement – regular hours – **no changes**

**4/10 Administrative Offices-7968 San Paulo 7am – 6pm M-Th**

Department of Public Health

WIC Clinics – regular hours- **no changes**  
Immunization Clinics - **no changes**  
Animal Services - **no changes**  
Laboratory Services - **no changes**

**4/10 Administrative Offices - 5115 El Paso Dr. -7am-6pm M-Th**  
**Preventive Health Clinics**  
**Food Inspection and Permit Office, 222 S. Campbell St. –**  
**7am to 6pm M-Th**

**Dental Clinic - 3301 Pera Avenue-7am-6pm Tues - Friday**

Street Department

**4/10 All operations – 6am – 6pm M-Th**  
Will respond to emergencies

Municipal Courts

**4/10 Bond office locations – 7am-6pm M-Th**  
**\*\*\*The 810 E Overland location is open 7 am - 7 pm M-Th**

**Citizens can still pay by internet, mail, & night deposit boxes at  
bond office locations- if paperwork is due on Fridays –it will be  
extended to Monday**

**Arraignment hearing hours at the NE Municipal Court, 9600  
Dyer, will be extended Monday through Thursday to 7:30 a.m -  
11:30 a.m. and 1:30 p.m. to 5:00 p.m. No arraignments will be held  
on Fridays.**

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## City Hall

**4/10 2 Civic Center Plaza-7am- 6pm M-Th**  
**All departments within City Hall will be participating**

Mayor & City Council Offices  
City Manager's Office  
City Attorney's Office  
Community Development  
Economic Development  
Financial Services  
Human Resources  
Municipal Clerk-City Clerk's Office  
Internal Audit  
Office of Management & Budget  
Tax Office  
Print Shop

### Information Technology

**4/10 Administrative area will participate**

IT Helpdesk will be available regular hours

### Financial Services-Property Control (Surplus Property) Area

7969 San Paulo

7 am- 3:30 pm Monday - Friday

### Development Services Department

**4/10 Administrative area will participate**

The building inspectors and chiefs will remain on the 5-day a week schedule, so inspections will not be affected.

Inspections for Friday will be conducted as scheduled

Inspections for Monday will be need be schedule through the IVR system (313-6100)

### Engineering Department

**4/10 Administrative area will participate**

The Project Inspectors will continue to work the same scheduled hours as the Contractor. If the Contractor is working 5-8 hour days, the inspector will as well. If the Contractor is working different hours, according to the contract or as agreed upon with Engineering, the inspector will work those hours.

The Traffic Management Center (TMC) will be manned from Monday through Thursday, 7:00 a.m. to 7:00 p.m. and on Friday from 7:00 a.m. to 6:00 p.m.



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Museums and Cultural Affairs

**4/10 Administrative area will participate**

Museum of Art – regular hours - **no changes**

Museum of History- regular hours - **no changes**

Museum of Archeology-regular hours - **no changes**

Parks & Recreation

**4/10 Administrative area will participate**

Recreation Centers- regular hours - **no changes**

Senior Centers- regular hours - **no changes**

Aquatic Centers/ Pools- regular hours - **no changes**

Sports Centers - regular hours- **no changes**

Maintenance Corrals - regular hours- **no changes**

**For contact information for any of the departments mentioned above please visit the City website at [www.elpasotexas.gov](http://www.elpasotexas.gov)**

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